

ADMINISTRATIVE -- INTERNAL USE ONLY

12 SEP

MEMORANDUM FOR: Director of Logistics

FROM : F. W. M. Janney
Director of Personnel

SUBJECT : Improvement of Physical Fitness Room
Services (MBO A-18-77)

1. The Office of Personnel is nearing completion of Objective A-18-77. That objective called for achievement of a measurable improvement in the services provided by the physical fitness facilities. In the course of carrying out the action plan for this objective, several improvements have already been accomplished, with excellent cooperation from Logistics Services Division. One of the latter steps to be taken in this objective, however, was to obtain specific comments and suggestions from the fitness room users themselves concerning ways to improve service. It was through this line of communication that some excellent ideas were received.

2. Many suggestors asked for such things as bigger indoor running tracks, more floor space, more showers, etc., which we do not see as feasible within the constraints of our present buildings. There were, however, a number of relatively minor items suggested which we believe will appreciably improve fitness room service. I have attached a list of these items which our Benefits and Services Division will pursue with Logistics Services Division. There is one idea which we believe will greatly improve the utilization of the area that we have to work with and which therefore merits your consideration. This involves a relocation of the dressing room area in the Headquarters fitness room. Because of the original design, it is necessary to pass through the exercise area to get to the showers from the dressing room. This posed no real problem in the initial years of use because there was little, if any, participation by women and no coed hours. This situation has now drastically changed, with women being allocated a significant portion of the schedule

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and some periods of coed use having been implemented. It is for this reason that we believe the locker/dressing room in the Headquarters fitness room should be relocated to that space immediately to the right of the entrance and contiguous to the showers.

STATINTL 3. I would like to have this matter pursued with the appropriate personnel in your office at their earliest convenience. Mr. [redacted], Chief, Benefits and Services Division, is responsible for operation of the Headquarters fitness room and may be contacted on extension [redacted] STATINTL

F. W. M. Janney

Att

Distribution:

- 0+1 - Addressee
- 1 - D/Pers
- ~~2~~ - C/BSD (1 w/held)

STATINTQP/BS [redacted] mem (9 Sep 77)

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SUGGESTED IMPROVEMENTS FOR FITNESS ROOMS

Equipment

- Remove one universal gym from Headquarters fitness room and relocate in [] fitness room.
- Add a thigh extensor to the universal gym in Headquarters fitness room.
- Install blower-type hand driers on wall of locker room approximately 5-1/2' to 6' high. (Will also be used as hair driers.)
- Install two toilet paper or kleenex dispensers on walls of exercise room.
- Purchase new paddle ball equipment.

STATINTL

Facilities

- Ventilate dressing room adjacent to running track. (Room becomes filled with steam and extremely humid when showers are in use.)
- Install screen in front of entry to dressing room adjacent to running track. (Dressing room occupants are exposed to passers-by in hall when door is opened.)